

## **SUPPLEMENTAL JOB DESCRIPTION**

Classification: ADMINISTRATOR IV

Function Code: 0072-090

Position Title: Chief, Communicable Disease Control

Date Established: 08/15/88

Position Number: 14813

Date of Last Amendment: 9/15/05

**SCOPE OF WORK:** Administers the Bureau of Communicable Disease Control, directing the planning and implementation of statewide public health strategies to investigate, prevent, and control the transmission of communicable diseases and other conditions of public health importance, and the public health response to threats of bioterrorism.

### **ACCOUNTABILITIES:**

- Oversees the development, using epidemiological data, of statewide objectives and policies regarding communicable disease control and prevention, and the public health response to threats of bioterrorism, for the Bureau of Communicable Disease Control. Interprets policies and administrative rules as necessary for bureau staff.
- Evaluates those objectives and policies for review by the State Physician Epidemiologist.
- Supervises professional medical and other staff, including subordinate supervisory staff and outstationed staff, in the implementation of bureau objectives. Reviews and recommends personnel actions for subordinate employees including hiring, performance appraisals, annual increments and disciplinary actions.
- Makes clinical recommendations on disease control situations, and response to threats of bioterrorism, to medical professionals.
- Coordinates with other high-level state and federal authorities, physicians and other medical providers statewide on policy regarding infectious disease control and prevention, and public health response to threats of bioterrorism, including but not limited to testing, quarantine, isolation and exclusion policies, and statewide bioterrorism protocols.
- Provides clinical and programmatic oversight for the New Hampshire Immunizations Program
- Provides clinical and programmatic oversight for the New Hampshire Tuberculosis Program
- In the absence of the State Epidemiologist, or as requested, serves as medical spokesperson for the Bureau Of Disease Control and Health statistics on infectious disease and bioterrorism issues.
- Develops and delivers lectures and other educational activities on public health issues for program staff, NH government officials, other medical professionals etc.
- Manages staff activities regarding bureau expenditures, statistical reports and activity reports for compliance with program objectives, and state and federal regulations.
- Develops and oversees contracts with other agencies to advance program objectives.
- Authorizes and reviews manuals and other public information materials used by bureau staff to provide training and consultation on infectious disease and bioterrorism response topics to medical providers, state officials, health facilities, schools, daycare facilities and the public.

- Manages bureau staff in the preparation of competitive federal grant applications. Monitors grant budgets and ensures submission of required reports.
- Coordinates the field activities and operation that are needed as part of the response to Public Health Emergencies

**MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with major study in nursing, public health, epidemiology, medicine or an allied health field.

**Experience:** Eight years' experience in a health occupation, five years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**SPECIAL QUALIFICATIONS:** Valid driver's license and/or access to transportation for use in statewide travel.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Jose T. Montero, MD, MPH; Physician Epidemiologist #9U448

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date Reviewed

I have reviewed the content of the above job description with my supervisor.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Jose T. Montero, MD, MPH; Physician Epidemiologist #9U448

\_\_\_\_\_  
Supervisor's Signature

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Date Reviewed

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Division of Personnel

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Date Approved